

**City of West
Branch
Office of the
City
Administrator**

To: Mayor and Council

From: Matt Muckler, City Administrator

Date: August 18, 2011 Weekly Council Update

High Performing Staff – The City Staff should be commended for excellent service to our citizens. They work hard day-in and day-out (often with little or no fanfare) because they care about our City. They use taxpayer dollars wisely to deliver services that benefit our citizens. The City Office, Public Works Department, Police Department, and the Library all experienced turnover in the last fifteen months. We also lost our City Attorney, who had 25 years experience with the City. Staff has risen to the challenge despite these changes.

In addition to their daily work, several projects have been completed in-house by our own Public Works Staff. College Street (from 4th Street to 6th Street) is being widened and we will have seal coat and other street work continuing into the fall. The Old Jail was renovated, Lions Field Parking was completed, and an office was constructed in the City's Public Works Building.

We provided excellent programming opportunities and served more residents than ever before at our Library. In addition to providing new circulation technology to their customers, Library Staff made E-Readers available to patrons and put together an excellent Summer Reading Program.

Park & Rec completed a new Community Trails Plan and provided more recreational opportunities, a larger offering of fitness classes being just one example. A smooth transition was made from the Cookson Community Center to Town Hall and a study was completed on future potential recreational facilities.

Our Fire Department continued to provide an excellent level of service and we were fortunate to receive donations to purchase the Lucas II Automatic CPR Device. Our Fire Department Volunteers should be commended for their dedication to our City and for being there in our time of need.

Our two junior police officers worked hard all year long and should be especially recognized for their service to our City during the police chief recruitment, which included two major special events and extra on-call time for both officers.

City Office Staff worked very hard to learn new systems with little or no training. They completed new complicated reports and served as the face and voice of the City to the many residents that call upon the City Office for anything from a Cemetery Plot to a dog license. They also planned employee lunches which brought the staff together every month for pizza, tacos or chicken.

We welcome our new staff members (Police Chief Mike Horihan and Part-Time Library Assistants Kim Martin and Kat Korsmo). We also look forward to stabilizing our workforce in the coming year and striving to become a high performing organization.

The information provided is one-way communication and should not be discussed among you as this would be a violation of the open meeting law.